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ABSTRACT

Five personnel rating sheets are presented for the A.B.E. Demonstration Project. The questionnaires are: Program Coordination Examination; Teacher Examination; Rating Procedure for Audio-visual Specialist; Rating Interview for Para-Professional, Adult Basic Education; and Suggested Questions for ABE Counselor Rating. (LS)

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A.B.E. Demonstration Project

Personnel Rating Sheets

A.B.E. Demonstration Project
Chattanooga Public Schools
Director: Rodney S. Claybrook

AC 012 735

CHATTANOOGA PUBLIC SCHOOLS

Chattanooga, Tennessee

PROGRAM COORDINATOR EXAMINATION

1. What is Adult Basic Education? 10 points

2. How would you develop a community program to explain the ABE program to area residents? 10 points

3. What are the purposes of instruction related to community needs? Explain in terms of what should be the student outcomes. 10 points

4. What are the pros and cons of the "community school" concept? 10 points

5. What are the prime considerations in developing a community activities program. 10 points

6. What would be the best criteria for evaluating a community education program? 10 points

7. Discuss the following statement: "We must demonstrate an intense community involvement in a Model Cities program by providing means by which neighborhood residents can influence the content of educational programs for adults." 10 points

8. What are the objectives of the Chattanooga Model Cities Program? Explain in detail the educational objectives. 10 points

9. What are the advantages of using area residents in recruitment, instruction and program development in an adult basic education program? 10 points

10. What are your personal qualifications that fit you for this position? Emphasize your personal qualifications, previous experience, education and community involvement. 10 points

Teacher Examination

1. Why do you wish to become an Adult Education Master Teacher?

2. What in your teaching background has prepared you for this position?

3. What is meant by "teaching by objectives".

4. What are the pros and cons of the "community school" concept?

5. What has been your involvement in community activities? What are the objectives of the Model Cities Program?

6. What are some of the means of evaluating student needs as related to his social needs?

7. Discuss the following statement: "We must demonstrate an intense community involvement in a Model Cities Program by providing means by which neighborhood residents can influence the content of educational programs for adults."

8. Considering your knowledge of Adult Basic Education, what is considered to be the merits of "team instruction" related to individualized instruction?

9. What are the primary instructional benefits of the use of para-professionals and non-professionals in Adult Basic Education instruction?

10. Rank the following as criteria for evaluation of Adult Basic Education instruction. (Give them a 1, 2, 3 or; in terms of priority.)

    Academic Gain
    Creative Programming
    Student Interest and Motivation
    Interest and empathy of staff
    Relevance to culture and environment of students

RATING PROCEDURE FOR AUDIO-VISUAL SPECIALIST

1. What are the objectives of the Model Cities Program?

2. What has been your involvement in community activities, (P.T.A., Church, Civic Groups, etc.)?

3. Describe procedures used to reach mass audiences using audio-visual and media presentations.

4. What is meant by "Accountability in Education", and how does media presentation effect the efficiency of an Adult Education Program?

5. What is an adequate performance criterion for teacher developed media and instructional materials as they relate to audio-visual and visual presentation?

6. Describe the manner in which you would assist a staff instructional person in improving the quality of their instructional audio-visual presentation.

7. How have you developed inter-face behaviors with public media personnel in your past employment?

8. How have you developed a self-diagnosis system in your past employment in improving your audio-visual presentations.

9. How have you used PERT and Systems flow charts in your past employment?

10. Given this chart (Page 23, Project Proposal) describe the audio-visual and media presentation activities you would feel are appropriate to enable reaching the terminal goals stated.

RATING INTERVIEW FOR PARA-PROFESSIONAL
ADULT BASIC EDUCATION

1. What types of involvement have you had in the Model Cities area in meetings, work groups and task forces? What is your involvement in the community, church, PTA, etc.?

2. What are the objectives of the Model Cities program?

3. What is the relationship of Adult Basic Education to the objectives of the Model Cities program?

4. What are the primary reasons for student enrollment in Adult Basic Education classes?

5. What are the sources of information you would refer to students if they did not know how to read? Name both agencies and types of material.

6. What would be the way you would introduce a new idea to a group at a meeting?

7. To be a skillful leader, which is more important: the ability to tell your program or to listen to the ideas of the group? Explain your reason.

8. How would you attempt to provide information for a group that has two widely different opinions represented at the same meeting?

9. Explain your solution to this dilemma:

A student has come into the center and has said that he had an appointment to see the counselor. The counselor is away for the afternoon. The student has stated that the problem is an urgent one. What would you do?

A. Tell the student to return and re-schedule his appointment.

B. Ask the student what the problem is and try to solve it for him.

C. Ask the student what the problem is and then, based on his report, contact the counselor, if the problem is great enough.

D. Ask the student to contact the counselor and give the telephone number at the place the counselor is meeting.

E. Ask the student to wait hoping that the counselor will return.

10. Tell what you would do in this instance:

You are at a meeting with the staff and the transportation schedule is being discussed. You know that the street on which you live is scheduled to be blocked due to repairs. The mini-bus comes down this street and the staff is deciding the schedule for the coming week, you should:

A. Tell the staff about the proposed street blockade.

B. Tell the Director at the meeting about the proposed street blockade.

C. Tell the Model Cities Director about the situation after the meeting by calling him.

D. Say nothing.

E. Wait until the morning the street is to be blockaded and tell the director

SUGGESTED QUESTIONS FOR ABE COUNSELOR RATING

1. What is your belief in the proper manner of eliciting student feedback regarding his own objectives and motives for instruction?

2. What is meant by "Re-Education" as defined by the Tennessee State Department of Education?

3. How do you see the role of the Counselor related to the development of self-learning objectives by students?

4. What is meant by "Experience Situations"?

5. What is considered to be the chief significance of micro-teaching with TV as determined by accepted ABE practices?

6. What is meant by an "Educational Learning System"?

7. What is your assessment of the individualized instruction approach to ABE?

8. What are the objectives of the Model Cities Program?

9. How do you relate yourself and the school system to the present Model Cities program of Chattanooga?

10. In what field did you earn your degree? If you do not possess a degree, how does your experience qualify you for the "in lieu" provisions?

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